

**6.15.4 Administrative Terminal Security**

As part of the EBT Security Plan, the Contractor shall describe security and control systems for use of administrative terminals. State and county staff shall have administrative terminal access to perform inquiries on EBT account information for all counties. Such access shall be limited to "read only" inquiry capability. Specific multi-level access controls shall be developed with the State during the design phase and documented in the EBT Security Plan.

At a minimum, the following requirements shall be accommodated. The Contractor shall develop password generation, distribution, and expiration methods that will apply to those with access to the EBT system. All administrative terminal passwords shall be encrypted throughout the system. The Contractor shall ensure that user IDs are unique within the system. Passwords shall be changed according to the counties' system security policies. Three (3) consecutive invalid password attempts shall require reactivation by the system administrator. The system shall not allow a user to log into more than one administrative terminal at the same time. Screen time-outs shall be set to county specifications.

Each county shall assign their own System Security Administrator to work with the Contractor's designated staff when issuing user IDs and privileges. Specific database access privileges shall be assigned to specific administrative terminal users. The system shall specify maximum benefit authorization and benefit replacement limits.

The Contractor shall provide a list of all valid system users to the county (including Contractor staff).

Meets Requirement: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

**6.16 Independent Audit and Certification**

The Bidder will be required to submit, with its Proposal, a list of all independent or internal audits performed in the last five (5) years that include reviews of data processing, operations, disaster recovery, operational recovery, internal control, and security functions. The Contractor shall submit lists of independent or internal audits on an annual basis. The Contractor shall provide copies of any audits identified on this list upon request.

After contract award, any subsequent subcontractors utilized by the Contractor shall also submit to HWDC a list of independent or internal audits performed in the last five (5) years that include reviews of data processing, operations, disaster recovery, operational recovery, internal control, and security functions. The subcontractor shall also submit lists of independent or internal audits on an annual basis. The subcontractor shall provide copies of any audits identified on this list upon request.